

Inputting Sickness

Follow this link to access the log in screen: <https://myemployment.coventry.gov.uk>

Log in to MyEmployment.

The screenshot shows the 'Sign In' section of the ResourceLink Self Service Portal. On the left, a welcome message lists capabilities and login instructions. The login form on the right includes fields for 'Your employee number' and 'Your password', a 'Sign In' button, a 'Forgotten your password?' link, and an 'Accessibility' toggle. Red arrows point from external labels to the input fields.

Welcome to the ResourceLink Self Service Portal
Once you log on you will be able to:

1. view your pay documents
2. change your personal details
3. view and amend your bank account details

TO LOGON:

1. Enter your Employee ID number. Remember to include leading zeros or letters (leading letters must be in capitals)
2. Click on 'forgotten password?'. The system will issue you a password via e-mail.
3. Enter this password into the 'your password' field

Sign In

Your employee number

Your password

Sign In ✓

Forgotten your password?

Accessibility

☐ Enable Accessibility Enhancements

Employee ID number

Password

Self Service Deadline is Tuesday 14th November 2017

The screenshot shows the 'Security questions' section of the ResourceLink Self Service Portal. On the left, the same welcome message and login instructions are present. The security section on the right asks for a date of birth and an answer to a question about the greatest invention, followed by a 'Verify' button. Red arrows point from external labels to the input fields.

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Security questions

Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.

What is your date of birth (dd/mm/yyyy)?

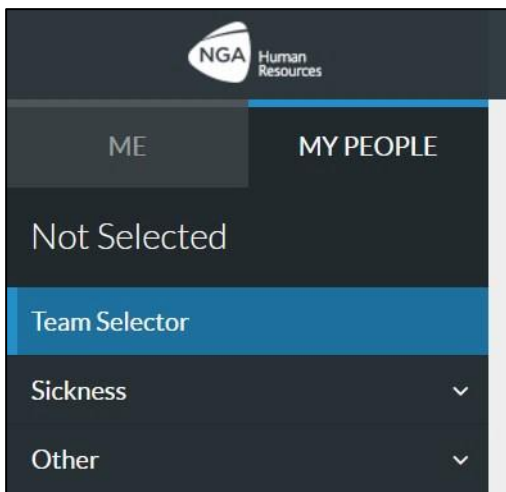
What was the greatest ever invention?

Verify ✓

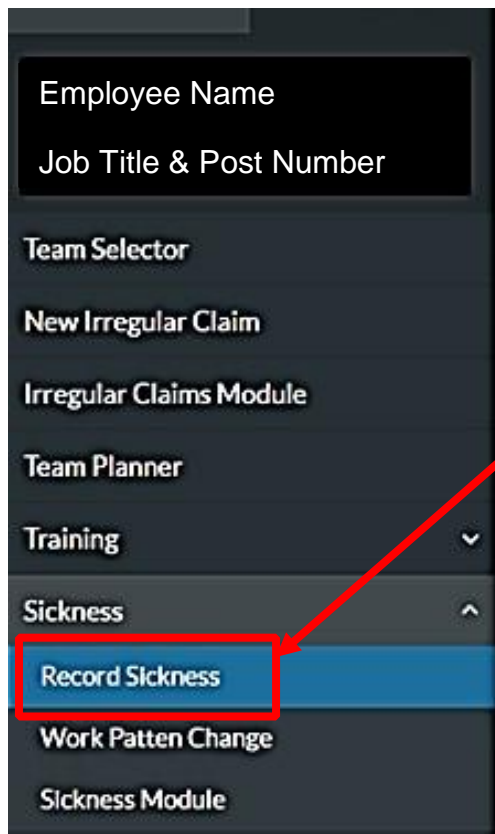
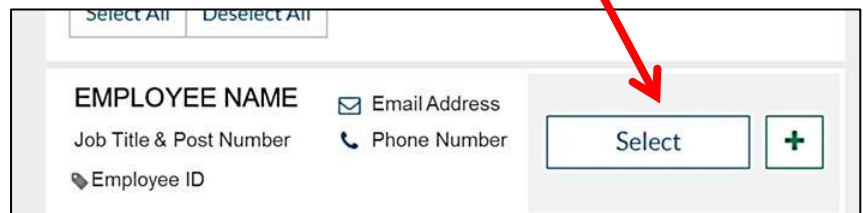
Confirm date of birth

Answer security question

Self Service Deadline is Tuesday 14th November 2017



Click on **My People** and select the employee.



Sickness.

To record a sickness absence for your team member, click on the **Sickness** dropdown and then on **Record**

Fill in the form (please see below).

Type	
Employee	Employee Name
Type	<input type="radio"/> Industrial Injury <input checked="" type="radio"/> Sickness
Sickness Reason *	Back & Neck Problems
Sickness Category	--Select--
Certificate Type	Self Certified
Duration	<input type="radio"/> Single Day <input checked="" type="radio"/> More Than One Day
More Than One Day	
From - Date *	08/10/2017 <input checked="" type="radio"/> Full Day <input type="radio"/> From <input type="text"/>
To - Date	12/10/2017 <input checked="" type="radio"/> Full Day <input type="radio"/> To <input type="text"/> Return to Work Interview Date 13/10/2017
[Back] [Next]	

When finished, click **Next**.

In the following screen, check the details and enter any **Comments** as necessary in the relevant box.

Sickness

[Help & Guidance](#)
[Help Video on Sickness Recording](#)

Sickness Post Selection

Post		From		To	
Select	Description	Start Date	End Date	Working Days (SMTWTFS)	Time
<input checked="" type="checkbox"/>	[Redacted]	07/03/2016		NYYYYYN	
		08/10/2017		09:00	12/10/2017
					16:24
Comments		Return to Work Interview Date 13/10/2017			
<div style="border: 1px solid black; padding: 2px;"> comments here if necessary </div>					

[Back] [Submit]

Click **Submit** to send the sickness notification for processing. You will be asked to confirm that you want to submit the notification: click **OK**.

Home > Team Selector > Record Sickness

Confirmation Message !

Your Sickness notification number 0000251536 has been submitted

[Continue]

When you see this confirmation message, click **Continue** to return to the sickness record for the employee.

Home > Team Selector > Record Sickness

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Sickness Summary [Redacted]

☒ Sickness Pending ☒ Training Course

Sickness awaiting payroll processing					
Start Date	End Date	Form Number	Type	Reason	
08/10/2017	12/10/2017	0000251536	Sickness	Back & Neck Problems	
10/09/2017	22/09/2017	0000251514	Industrial Injury	Skin related condition	

As can be seen above, the pending sickness notification now appears in the employee's summary.